



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

June 17, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, Ca 90012

Dear Supervisors:

**APPROVAL OF APPROPRIATION ADJUSTMENT FOR THE  
SANTA MONICA COURTHOUSE  
NEW JURY ASSEMBLY ROOM PROJECT  
(Third District - 3 votes)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the attached appropriation adjustment in the amount of \$101,000 to reallocate funding within the Criminal Justice Facilities Temporary Construction Fund to closeout the Santa Monica Courthouse - New Jury Assembly Room Project (CP No. 70760).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board's approval of the recommended action will fund the final project payments and allow Public Works to close out the Santa Monica Courthouse - New Jury Assembly Room Project.

In 1991, your Board awarded a construction contract to GK Construction, Inc. to renovate approximately 5,600 square feet into jury assembly space including a new waterproofing system, new perforated stainless steel panel, and new canopy. The project has now been completed within the project budget approved by your Board. A final payment of \$101,000 remains outstanding. In order to fund this final payment and properly align project funding and expenditures, approval of the attached appropriation adjustment is recommended.

### **Appropriation Adjustment**

The recommended appropriation adjustment will reallocate \$101,000 within the Criminal Justice Facilities Temporary Construction Fund (CJFTCF) to allow payment of the final project invoice. The funds have been retained within the CJFTCF for this project under Services and Supplies and must now be transferred to the capital project to fund the final project payment. Since the capital project is also budgeted within the CJFTCF, there will be no net impact to the CJFTCF.

### **Implementation of Strategic Plan Goals**

The completion of this capital project meets the County's Strategic Plan Goals of Fiscal Responsibility and Service Excellence by investing in public infrastructure and creates improved facilities to relieve current overcrowded conditions for jurors serving at this courthouse.

### **FISCAL IMPACT/FINANCING**

The Board approved total project cost estimate, including plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, and County services, is \$1,650,000. DPW project close-out costs incurred during fiscal year 2002-03 totals \$101,000. Upon your Board's approval of the attached appropriation adjustment, the project will be completed for a total cost of \$1,364,623, which is \$285,377 less than your Board's approved total project cost of \$1,650,000.

The attached appropriation adjustment will reallocate \$101,000 in appropriation within the CJFTCF to allow payment of the final invoice for the Santa Monica Courthouse - New Jury Assembly Room (CP No. 70760). The project budget savings of \$285,377 will continue to be included in the Criminal Justice Facilities Temporary Construction Special Fund balance for allocations to other capital projects.

Sufficient appropriation is available in the 2002-03 Final County Budget Criminal Justice Facilities Temporary Construction Fund to fund the requested appropriation adjustment.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Not Applicable

### **ENVIRONMENTAL DOCUMENTATION**

Approval of this action is categorically exempt from the California Environmental Quality Act (CEQA) according to Section 15061 (b)(3) of State CEQA Guidelines because it can be

The Honorable Board of Supervisors  
June 17, 2003  
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seen with certainty that the action will have no significant effect on the environment. On August 14, 2001, your Board adopted a finding that the capital project is categorically exempt under CEQA.

**CONTRACTING PROCESS**

Not Applicable

**IMPACT ON CURRENT SERVICES**

There will be no negative impact on any programs or projects as a result of this action.

**CONCLUSION**

Please return one adopted copy of this letter to the Capital Projects Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", is written over the printed name.

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SNY  
JSE:DJT:DKM

Attachment (1)

**COUNTY OF LOS ANGELES**  
**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPT'S. No. 060

DEPARTMENT OF CHIEF ADMINISTRATIVE OFFICE

June 4, 2003

**AUDITOR-CONTROLLER.**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

FICAL YEAR 2002-03

3 - VOTES

SEE ATTACHED

**JUSTIFICATION:**

The appropriation adjustment is required to reallocate appropriation to the Santa Monica courthouse - New Jury Assembly room Project from Criminal Justice Facilities Temporary Construction Fund - Services and Supplies for the completion of the capital project.

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

No.

274

Conroy

JUNE 4 2003

APPROVED AS REQUESTED

AS REVISED

June 5 2003

[Signature]

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

**BUDGET ADJUSTMENT**

**FISCAL YEAR 2002-03**

**3 VOTES**

**FINANCIAL SOURCES:**

Capital Projects/Refurbishments  
Criminal Justice Facilities Temporary  
Construction Fund  
Services and Supplies  
B09 - AO - 40020 - 2000  
\$101,000 (Decrease Appropriation)

**FINANCIAL USES:**

Capital Project/Refurbishments  
Criminal Justice Facilities Temporary  
Construction Fund  
Santa Monica Courthouse - New Jury  
Assembly Room  
B09 - CP - 70760 - 6014  
\$101,000 (Increase Appropriation)

**JUSTIFICATION:**

The appropriation adjustment is required to reallocate appropriation to the Santa Monica Courthouse - New Jury Assembly Room Project from Services and Supplies for the completion of the capital project.